

Document Approved For Release 2002/08/06 : CIA-RDP78-04718A001500060102-8

No Change In Class. ☐

11-30-78 By ☐

13 December 1954

MEMORANDUM FOR: Security Office Deputies and
Division and Staff Chiefs

SUBJECTS: Proposed Agenda and Guide for Briefing
Clark Committee CIA Task Force

1. Following is a tentative schedule for briefing the Clark Committee CIA Task Force in connection with its inspection of the Security Office. It is suggested that Deputies and Division Chiefs devote a short initial period to a personal briefing on the functions of their components and then follow through by taking the Committee to their Branch Chiefs for more detailed explanation of their operations. It is also suggested that any pertinent statistics or examples of cases which will illustrate and describe the scope of activities be prepared and be held in readiness to present where indicated. Immediately following the tentative schedule, which is set forth below, is a guide of the minimum overall topics which should be covered.

SCHEDULE

3 January 1954

DIRECTOR OF SECURITY

1:00 p.m. to 4:00 p.m. (3 hours)

Policy and function briefings
by Director of Security and
Deputy Director of Security

4 January 1954

PERSONNEL AND PHYSICAL SUPPORT

Physical Security Division

9:00 a.m. to 11:00 a.m. (2 hours)

Functions and activities of all
branches

Personnel Security Division

11:00 a.m. to 12:00 n. (1 hour)

1:00 p.m. to 1:30 p.m. ($\frac{1}{2}$ hour)

2:00 p.m. to 4:00 p.m. (2 hours)

☐

25X1

5 January 1954

INVESTIGATIONS & OPERATIONAL SUPPORT

9:00 a.m. to 12:00 n. (3 hours)

Functions and activities of Division

25X1

1:00 p.m. to 4:00 p.m. (3 hours)

Open. (Use for catching up if behind schedule from previous day or for visit if needed. If period is not taken up in this manner, any Staff Chief listed below should be prepared to use his allotted time in any vacant period during this afternoon.)

25X1

6 January 1954

STAFFS

9:00 a.m. to 11:00 a.m. (2 hours)

Security Research Staff

11:00 a.m. to 12:00 n. (1 hour)

Policy Staff

1:00 p.m. to 1:45 p.m. (45 min.)

Alien Affairs Staff

1:45 p.m. to 2:30 p.m. (45 min.)

Inspection Staff

2:30 p.m. to 3:15 p.m. (45 min.)

Administration and Training Staff

3:15 p.m. to 4:00 p.m. (45 min.)

Director of Security

GUIDE

As a guide of the minimum overall topics which should be covered, a brief sketch outline is shown below:

PERSONNEL AND PHYSICAL SUPPORT

Personnel Security Division

25X1

Take a sample case and follow it through the Division by each step, explaining the principle behind each step

ILLEGIB

Approval - authority in each

Other Activities:

Liaison with other agencies; briefings
Alien contact checks
Contractor clearances
Top Secret Control Officer clearances
Review of Personnel transfers

25X1

[Redacted]

Briefing on history of polygraph and policy governing its use in CIA.

Complete description of operations with demonstrations

25X1

[Redacted]

Discuss the various approvals and reviews made in connection with employees' requests for participation in outside activities.

Physical Security Division

Discuss the physical protection problem presented by the numerous buildings in which the Agency is occupied, the EOD indoctrination and badge procedures, and the continuing physical security routine protection services and activities connected with building security, physical survey and night security officers. Also discuss and display certain technical equipment.

INVESTIGATIONS AND OPERATIONAL SUPPORT

Security Support Division

25X1

Take a sample case and follow it through to [Redacted] return of report.

25X1

Describe difference between open cases and covert clearances.

Branch operations described by each Branch Officer.

[Redacted]

25X1

25X1

ALL STAFFS

Discuss functions and activities of your staffs and have available any pertinent statistics or examples of cases which will illustrate the scope of your activities.

Distr: Deps., Div., Staff
and Br. Chiefs

Approved For Release 2002/08/06 : CIA-RDP78-04718A001500060102-8

Executive Officer

25X1A9A

SECRET